



US COURTS
District of Idaho



What is CM/ECF?

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system currently being implemented in the District of Idaho. CM/ECF will provide a new, easy-to-use electronic case filing feature that will allow you to file and view Court documents over the Internet.

What Benefits Does CM/ECF Offer?

CM/ECF will complement our existing imaging system and will allow attorneys to file documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are available electronically. CM/ECF also provides the following benefits:

- Automatic e-mail notice of case activity;
- E-mail service of parties;
- Capability to download and print documents directly from the Court's system;
- Concurrent access to case files by multiple parties;
- Secure storage of documents;
- Expanded search and reporting capabilities;
- Savings in time and expenditures;
- Reduction of paper, photocopy, postage and courier costs;
- Reduction of physical storage space needs and document processing times;
- No waiting in line or unavailable files at Courthouse.

What Do I Need to Use CM/ECF?

- A personal computer
- Word processing software
- Internet access and a browser (preferably high speed Internet access)
- Software to convert documents into PDF format
- Scanning equipment to convert existing paper documents to PDF format

How Does CM/ECF Work?

The electronic case filing system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the Court's CM/ECF system is quite easy:

- Create the document using word processing software;
- Save the document in PDF format;
- Log onto the Court's CM/ECF system, using a Court- issued login and password;
- Follow the set of simple prompts to provide information about the case, party and document to be filed;
- Attach the PDF document and submit it to the Court for filing (by pressing a submit button);
- Save or print the CM/ECF electronic receipt emailed from the Court confirming that the document was filed.

What Fees will be Charged?

There are no *added* fees for filing documents over the Internet using CM/ECF, however, existing filing fees do apply. Based upon directives from the Judicial Conference of the United States, the Federal Court must now charge a fee to access documents on CM/ECF. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at 7 cents per page, with a maximum of \$2.10 per document (30 pages). No fee is owed until an account holder accrues more than \$10 in a calendar year. Access to Court data will be available through the Public Access to Court Electronic Records (PACER) program, www.pacer.psc.uscourts.gov. The bill received from the PACER service center will reflect client billing numbers.

How will I Sign Documents?

The Court will issue logins and passwords to “Registered Participants” who have taken the necessary training class. Generally, using your login and password to file a document is considered to be your signature, with the exception of certain documents which the Court will identify.

When will CM/ECF Begin?

The Court is now in the process of implementing CM/ECF. It is anticipated that the “go-live” date for electronic filing for “power users” will be January 1, 2005. It is anticipated that electronic filing will be mandatory for *everyone* by January 1, 2006.

What Kind of Training will be Provided?

Training will be held in Boise as well as in all divisional offices (Pocatello, Moscow and Coeur d’Alene). The Court will also be working with the Bar to provide CM/ECF training at various times and locations throughout the District. Training is scheduled to begin sometime in late fall. The Bar is encouraged to use the computer based training programs developed for CM/ECF. These are available on the Court’s web site.

Contact Information

You may obtain additional information on CM/ECF or ask specific questions by accessing our website at www.id.uscourts.gov and by using the contact links provided.